

<b>1. Incident Name</b>		<b>2. Operational Period (Date/Time)</b>		<b>DAILY MEETING SCHEDULE</b>
		From: _____ To: _____		
<b>3. Meeting Schedule (Commonly-held meetings are included)</b>				
Date/ Time	Meeting Name	Purpose	Attendees	Location
	Tactics Meeting	Develop primary and alternate Strategies to meet Incident Objectives for the next Operational Period.	PSC, OPS, LSC, EUL, RUL & SUL	
	Planning Meeting	Review status and finalize strategies and assignments to meet Incident Objectives for the next Operational Period.	Determined by the IC/UC	
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC/UC, Command Staff, General Staff, Branch Directors, Div. Sups., Task Force/Strike Team Leaders and Unit Leaders	
	Unified Command Objectives Meeting	Review/ identify objectives for the next operational period.	Unified Command members	
<b>4. Prepared by: (Situation Unit Leader)</b>			<b>Date/Time</b>	